

**MINUTES OF THE ANNUAL GENERAL PARISH COUNCIL MEETING**  
**HELD ON 7<sup>th</sup> JUNE, 2020 AT 5.00PM via VIDEO CONFERENCE**

In Attendance – Cllr O de Braekeleer Cllr S Ratledge  
Cllr M Pilkington Cllr J Windsor  
Cllr S Martin Cllr M Roscoe  
Cllr L Sackett Cllr S Hyden  
Cllr R Bird Members of the Public: 0

**APPOINTMENT OF CHAIRPERSON AND VICE CHAIRPERSON**

**RESOLVED 20/001** – that Jane Windsor be elected as Chairperson for 2020-21, proposed by Cllr Braekeleer, seconded by Cllr Roscoe and unanimously agreed.

**RESOLVED 20/002** – that Loraine Sackett be elected as Vice-Chairperson for 2020-21, proposed by Cllr Braekeleer seconded by Cllr Ratledge and unanimously agreed.

Cllr Windsor asked for her thanks to Cllr Braekeleer be recorded for his time as Chairman of the Parish Council.

**APOLOGIES FOR ABSENCE** – No apologies were received.

**DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS & DISPENSATION REQUESTS –**

Cllr Ratledge declared he was Chair of the Governors of Huxley Primary School.

**PUBLIC SESSION** – no matters were raised under the Public Session.

**MINUTES**

**RESOLVED 20/003** that the Chair signs, as a true and correct record, the minutes of the meeting held on 1<sup>st</sup> March, 2020 subject to the Development on Fields on Church Lane should read Hargrave and not Huxley (on page 1) proposed by Cllr Sackett and seconded by Cllr Bird.

**AUDIT**

The Clerk provided the meeting with information regarding to the finances for 2019-20.

Summary of 2019-20 – This was circulated to all Parish Councillors for information.

Certificate of Exemption **RESOLVED 20/004** – That the council wish to certify themselves as exempt from a limited assurance review.

Internal Audit Report - the Council noted the report dated 04/05/20 from the Internal Auditor.

Governance Statement **RESOLVED 20/005** – That the council agree to all points on the Governance Statement Section 1 of the Annual Governance and Accountability Return (AGAR) 19-20.

Accounting Statement **RESOLVED 20/006** – That the council agree the accounting statement of the AGAR 19-20.

Notice of Public Rights and Publication of Annual Governance & Accountability Return **RESOLVED 20/007** – that the council agree to publish the notice of Public Rights and Publication of Annual Governance & Accountability Return.

**BUSINESS**

Guy Lane Speed Limit – due to the COVID-19 lockdown CWaC had redeployed their staff and implementing the Guy Lane Speed Limit has therefore been delayed.

Cllr Braekeleer requested if Cllr Sackett had been able to get in touch with CWaC regarding the village gates. Cllr Sackett suggested applying for a grant from the Police Commissioner to go towards the installation of the 'village gates' – it was requested that costings be sought from CWaC.

Hargrave and Huxley Parish Council Website – questions were raised as to how the current Hargrave and Huxley Parish Council website can be publicised more around the area. It was requested that CWaC update their website with the new website. Also, it was requested that Hargrave Church update their information on their website and details be published in the parish magazine when it resumed.

Defibrillator – following the recommendation that an anti-frost heater was not acceptable to be fitted in the telephone box at Huxley, the Parish Council were requested to purchase a Defibrillator case at an approximate cost of £575. It was **RESOLVED 20/007** to purchase the Defibrillator Case, proposed Cllr Hyden, seconded Cllr Pilkington. Cllr Martin was asked to investigate prices prior to the clerk ordering the case.

It was reported that due to the COVID-19 Lockdown and the need for The Inn at Huxley to close it had been highlighted that there was no access to the Defibrillator in Huxley. It was requested that the *Landlord be contacted to see if it was possible for an access to be created to the Defibrillator*. Cllr Braekeleer undertook to contact Mr Lees.

COVID-19 Help & Assistance around Hargrave & Huxley - It was confirmed that a comprehensive list had been circulated via Happy Days and the Church to all residents and was on the Parish Council Website. The Parish Council felt that residents should be encouraged to make contact with other residents that they know to ensure their wellbeing.

Flooding in Gowy – it was requested that the Environment Agency be contacted to highlight the excessive flooding in the Gowy and ask if there are any plans to dredge the Gowy to protect against flooding in the future. Cllr Bird undertook to speak to Mr Cooke at Walkmill with regards to dredging.

## **PLANNING**

The Planning Register dated 29/05/2020 was accepted and changes to the planning register from last meeting were noted.

20/01657/FUL – The Cottage, Old Hall Lane, Foulk Stapleford – No objections were raised.

Cllr Pilkington reported that she was not able to log onto the CWaC website to view this application via the link on the planning email. She agreed to try logging on to CWaC Planning portal direct.

Cllr Braekeleer requested if any update with regards to the Ménage in Hargrave – it was reported that there were people living on the site. It was requested that the onsite dwelling be reported to enforcement. It was also requested that this also be escalated to Head of Planning and chased with Cllr Mike Jones as no response had been given since the initial report to Enforcement in September last year.

Cllr Sackett will provide information with regards to the Grade Two\* Listed Building contact.

It was reported that an email was received to the Parish Council regarding right of way through the field in Hargrave, it was reported that the Parish Council had first raised concern hence the response

from the owners, however this was not the case, the Parish Council had made no contact previous to the initial email.

## **FINANCIAL ITEMS**

### Accounts for payment

**RESOLVED 20/008** Year to date cashbook dated 01/06/2020 was approved as a true and correct record.

### Payments made/received since last meeting:-

Clerk Pay	Tax Point 1	£223.43
Clerk Pay	Tax Point 2	£223.43
Clerk Pay	Tax Point 3	£223.43
Clerks Expenses	March - May	£67.39
Clerk's Expenses	May-June	£13.04
Old Chad Orchards Ltd	Internal Audit 2019-20	£48.00
CHALC Subscription		£144.36
Defib Store		£59.96

**RESOLVED 20/009** to accept these invoices since the last meeting for approval, proposed by Cllr Windsor and seconded by Cllr Ratledge.

Payments approved to be made inbetween meetings - **RESOLVED 20/010** – to accept that the clerk could make payments, in between meetings, throughout the year in-line with budget for the following budgeted items:-

Clerk's Salary	Autela Payroll	SLCC Membership
Clerk's Expenses	Admin/Website Costs	Data protection fee
Training	CHALC Membership	

Internal Audit Report – the Internal Auditor's report was presented to the Parish Council, the comments were noted, it was agreed to set up a direct debit for the Data Protection Fee as recommended by the Internal Auditor, proposed by Cllr Hyden, seconded by Cllr Braekeleer and it was unanimously agreed.

## **2020-2021 Meetings**

**RESOLVED 20/011** that the Parish Council would meet on the first Sunday every other month at 5.00pm. PC meetings would be held as follows:-

Sunday 6th September, 2020 at Huxley VH  
Sunday 1st November, 2020 at Hargrave VH  
Sunday 3rd January, 2021 at Huxley VH

Sunday 7th March, 2021 at Hargrave VH  
Sunday 2nd May, 2021 at Huxley VH - AGM

It was agreed that Sunday 5<sup>th</sup> July would be a working group meeting to look at any necessary matter requiring input.

**POLICIES – RESOLVED 20/012** that the following policies were reviewed and re-adopted for 2020-21:-

- Absence Policy
- Equal Opportunities Policy
- Health & Safety Policy
- Information Data Protection GDPR

Cllr Ratledge undertook to review a draft Accessibility policy, which the clerk would send it to him.

#### **ITEMS REQUESTS FOR NEXT AGENDA**

- Cllr Ratledge reported upon a consultation process that CWaC will be undertaking with regards to the possible closure of the Huxley Primary School once the COVID-19 Lockdown be eased, he reported the Parish Council would be a consultee in this matter. Cllr Ratledge asked the Parish Council to consider that if the Primary School were to close would the Parish Council be interested in taking on any assets (may be the Sports Hall & Playing Field) – request that a standing item on the agenda for the future.
- Huxley Village Gates
- Planning enforcement re Field in Hargrave next to the Church.

#### **NEXT MEETING**

**Sunday 7<sup>th</sup> September, 2020 at 5pm**

The meeting closed at 6.15pm

Signed:.....

Dated:.....